



CAPTAIN, YOUTH AUTHORITY  
MAJOR, YOUTH AUTHORITY  
Final Filing Date: October 14, 2010

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	DEPARTMENTAL FOR:  DEPARTMENT OF CORRECTIONS AND REHABILITATION ( <u>excluding</u> Prison Industry Authority)			
WHO SHOULD APPLY	<b>COMPETITION LIMITED TO STATE EMPLOYEES</b> Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation <u>OR</u> must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; <u>OR</u> 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; <u>OR</u> 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.  <b>NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.</b>			
HOW TO APPLY	Submit Examination Application (Std. Form 678) <u>and</u> Criminal Record Supplemental Questionnaire  <table><tr><td><b>By mail with:</b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</td><td><b>or</b></td><td><b>In person with:</b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection 1515 "S" Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545</td></tr></table> Effective June 25, 2010, the Examination Application (Std. Form 678) was revised eliminating questions 10 and 11. For all peace officer examinations, a Criminal Record Supplemental Questionnaire <u>must</u> be submitted with an Examination Application (Std. Form 678).  If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.  Examination Applications and the Criminal Record Supplemental Questionnaires are available at the Department of Corrections and Rehabilitation's internet website at <a href="http://www.cdcr.ca.gov/Career_Opportunities/index.html">http://www.cdcr.ca.gov/Career_Opportunities/index.html</a> or in person at the address listed above.	<b>By mail with:</b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545	<b>or</b>	<b>In person with:</b> Department of Corrections and Rehabilitation Office of Workforce Planning and Selection 1515 "S" Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545
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APPLICATION DEADLINE/ REQUIREMENTS	<u>October 14, 2010</u> , is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.  All applicants must meet the education and/or experience requirements for this examination by the final filing date			
TEST DATE	It is anticipated that Qualifications Appraisal Interviews will be held during <u>December 2010/January 2011</u> .			
SALARY RANGE(S)	As of: <u>September 7, 2010</u> .  <u>CAPTAIN, YOUTH AUTHORITY</u> \$7,038 - \$8,558  <u>MAJOR, YOUTH AUTHORITY</u> \$7,819 - \$9,504			
MINIMUM QUALIFICATIONS	<u>CAPTAIN, YOUTH AUTHORITY</u>  <u>Either I</u>  In the California state service: 1. Two years experience performing the duties of a Lieutenant, Youth Authority; <u>or</u> 2. Three years experience performing the duties of a Sergeant, Youth Authority, or a Senior Youth Correctional Counselor.  <u>and</u>  <u>Education:</u> Completion of high school equivalency or a two- or four-year degree from an accredited college or university.  <u>Or II</u> <u>Experience:</u> Four years experience with responsibility for security, custody, and supervision of adult or juvenile offenders in either:  1. A correctional facility; <u>or</u> 2. A county juvenile facility; <u>or</u> 3. Other state, county, or city-operated 24-hour custody facility.  At least three years of this experience must have been in a supervisory capacity over other employees.			

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

(Experience in California state service applied toward this requirement must include three years performing the duties of a class at a level of responsibility not less than that of a Sergeant, Youth Authority.)

and

**Education:** Completion of high school equivalency or a two- or four-year degree from an accredited college or university.

MAJOR, YOUTH AUTHORITY

Either I

In the California state service:

- 1. Two years experience performing the duties of a Captain, Youth Authority; or
- 2. Three years experience performing the duties of a Treatment Team Supervisor; or
- 3. Four years experience performing the duties of a Lieutenant, Youth Authority.

and

**Education:** Completion of high school equivalency or a two- or four-year degree from an accredited college or university.

Or II

Five years experience with responsibility for security, custody, and supervision of adult or juvenile offenders in either:

- 1. A correctional institution; or
- 2. A county juvenile facility; or
- 3. Other state, county, or city-operated 24-hour custody facility.

At least three years of this experience must have been in a supervisory capacity over other employees.

(Experience in California state service applied toward this requirement must include three years performing the duties of a class at a level of responsibility not less than that of a Lieutenant, Youth Authority.)

and

**Education:** Completion of high school equivalency or a two- or four-year degree from an accredited college or university.

BOTH CLASSIFICATIONS

**Special Personal Characteristics:** Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat appearance; keenness of observation; a continuing satisfactory record as a law-abiding citizen; willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise; willingness to work impartially with staff and youthful offenders of various racial, ethnic, and cultural differences; willingness to work with youthful offenders in custody regardless of commitment offense; sound physical, mental, and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; visual acuity and hearing sufficient to meet the demands of the job; willingness to travel; and a satisfactory driving record.

BOTH CLASSIFICATIONS

**Desirable Qualification:** Possession of a valid driver license may be required at the time of appointment.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSIFICATIONS

- A. **Knowledge of:**
- 1. The purpose and organization of the Department of the Youth Authority
  - 2. Principles and techniques of security, custody, and individual and group supervision of youthful offenders
  - 3. The departmental health and safety program
  - 4. Characteristics of the youthful offender population of the Department
  - 5. Provisions and procedures of the Disciplinary Decision-Making System and of the youthful offender grievance system
  - 6. Court decisions affecting the rights of youthful offenders in the Department
  - 7. Principles and techniques of personnel management and employee supervision

EXAMINATION  
PLAN  
(CONTINUED)

8. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
9. Administration of collective bargaining agreements and grievance handling
10. The principles and practices of the Department's labor-management relations policies
11. The principles and practices of organization administration including program planning, monitoring, evaluating, and budgeting
12. Basic investigative and interviewing techniques and procedures, report writing, and preparation of concise and complete work
13. Procedures pertaining to the transportation of youthful offenders

**BOTH CLASSIFICATIONS**

**B. Ability to:**

1. Apply the principles and techniques of security, custody, and individual and group supervision of youthful offenders
2. Elicit cooperation, interest, and respect of employees and youthful offenders
3. Meet with the public and inform them about the programs of the facility
4. Prepare reports
5. Maintain custody and control of youthful offenders
6. Apply fair and firm discipline
7. Analyze situations accurately and take effective action
8. Think and act quickly in emergencies
9. Supervise, plan, organize, and direct the work of others
10. Train, evaluate, and discipline subordinate staff
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
12. Establish and maintain effective working relationships
13. Communicate effectively at a level for successful job performance
14. Represent the Department's position on collective bargaining agreements
15. Interpret and apply collective bargaining agreements and effectively respond to employee grievances
16. Effectively manage a comprehensive safety, health, security, and custody program for a facility
17. Perform liaison and community relations duties
18. Effectively conduct interviews and investigations

**ADDITIONAL KNOWLEDGES FOR MAJOR, YOUTH AUTHORITY**

14. Training and motivational techniques for subordinate staff
15. Departmental and institutional policies

ELIGIBLE LIST  
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

For each classification listed above, a separate eligible list will be established.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Captain, Youth Authority**, under direction, in the Department of Corrections and Rehabilitation; (1) in a facility, plans, organizes, and directs the total security program and safety operations of a small- or medium-sized facility; as a member of the facility's management team, is responsible for the formulation and/or administration of departmental and facility policies and operational standards; serves as the Chief of Security in a facility; and in a reception center/clinic, is also responsible for the planning, organization, monitoring, and operation of the clinic's living units, and serves as the Operations Officer and Chief of Security; or (2) in the Transportation Unit, is responsible for the supervision and operation of the unit; and does other related work; (3) in a Compliance Unit, is responsible for the facilitation of audits regarding Departmental operations.

A **Major, Youth Authority**, under direction, in the Department of Corrections and Rehabilitation; plans, organizes, directs, and monitors facility security operations and emergency preparedness; provides technical assistance to facility superintendents regarding security issues; assists facility security sections in the development or revision and implementation of security policies and procedures, advises the Director and Deputy Director of Juvenile Facilities of critical situations or significant issues; is also responsible for the formulation and/or administration of departmental and facility policies and operational standards; manages the Division of Juvenile Justice Gang Management and Intervention program; and does other related work.

Positions exist statewide within Division of Juvenile Justice in the Department of Corrections and Rehabilitation.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL  
REQUIREMENTS

**Firearm Requirement:** Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

**Felony Disqualification:** Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the **Criminal Record Supplemental Questionnaire**, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

SPECIAL  
REQUIREMENTS  
(CONTINUED)

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

**Background Investigation:** If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

**Age Limitation -- minimum age for appointment:** 21 years. (Applicants must state their birth date on the Examination Application.)

**Citizenship Requirement:** Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**Drug Testing Requirement:** Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

**Pre-Employment Medical Examinations:** Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

**Training Requirement:** Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**High School Equivalence for Peace Officer Classifications:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.jobs.ca.gov/OEC/jobs/stateapp.aspx](http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx)

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS